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PLANNING GROUP FOR REPORTING AND COMMUNICATIONS SYSTEMS

Review of Principal Features of the Information Reporting Cycle  
Presentation by Mr. [REDACTED] - OCR.

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I. Field practice.

- A. The typical information report is responsive to the requirement of a specific Headquarters office. It will be so addressed by the collector and must be delivered by the transmission system to the requestor specified.
- B. The collector may also specify additional Headquarters offices to which the report shall be delivered for information or evaluation.
- C. It is standard practice at present to minimize the collector's role in report reproduction and dissemination. Frequently he will have forwarded the information in advance by cable. The report may then follow on a relaxed time schedule and need only be recorded on some variety of master copy (ditto, multilith, etc.) so that Headquarters may obtain printed copies without retyping.

II. Headquarters central processing.

Various Headquarters processing steps are now centralized in order:

- A. To reproduce and accomplish delivery of copies of the report to all offices/analysts with valid requirements for the information.
- B. To deny information to offices lacking valid requirements therefor. Dissemination criteria are applied successively between agencies, between offices within the given agency and between units or analysts within the given office. They may involve interpretation of authorizations to participate in policy matters or sensitive activities, or seek merely to weed out administrative or other irrelevant information.
- C. To economize on costs of reproduction of reports, on recording and security policing of classified information handling (particularly in the event of unauthorized disclosure), and to minimize time required to deliver priority information from the intake point through processing to the user.

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- D. To guarantee central document libraries access to single copy enclosure information at the time of initial receipt for purposes of indexing and reproduction for central storage and loan. (Once released, such enclosures are found to be irretrievable for most library purposes.)

### III. Using offices.

- A. Within broad limits, any Headquarters office may submit for field collection action any requirement which it judges consistent with its mission. The principal limitations on requirements posting are:
  - 1. The willingness of the collector to accept and to collect, and
  - 2. The ability of liaison communication channels to identify duplications and to demonstrate that the requested information is already at hand.
- B. Analysts and other intelligence officials may on their own initiative request central dissemination systems to review incoming documents against their subject requirements and to provide a copy of each pertinent document on routing or for retention.
- C. The analyst or other recipient may acquire and retain on his own authority any type of recorded information for his local files which he deems essential to his work. Limits on acquisition are very broad and are generally concerned with space, special equipment and cost of indexing, not with justification of his interest in the information.
- D. Analysts prefer not <sup>to</sup> delegate the screening and acceptance or rejection of incoming information reports.
- E. Many administrators of research offices agree that their analysts receive more documents than they can deal with efficiently. Irrelevant documents appear because central dissemination staff lack professional knowledge and judgment with which to discriminate between the pertinent and non-pertinent. (In the last analysis, no subject specialist will accept another's judgment to the ultimate degree of foregoing personal examination of the information in question.)
- F. All authorities in the information reporting cycle are reluctant to limit analyst access to documents because there are no proved alternative methods for creating the judgment capabilities of specialists and the personal files of screened, evaluated, all-source data which support them. A central information storage and retrieval service cannot match the analyst's daily information digesting process and the capabilities for producing evaluations on demand which this produces. The central

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library search product tends to recapitulate the daily dissemination flow. Because the subject indexing is performed by nonspecialist, the user must take the time to screen, evaluate and integrate the search product to bring it up to the intellectual level of his own collated file.

IV. Possible lines of development bearing on communications load and the dissemination/addressing problem.

- A. Tighten and possibly centralize the coordination of analysts' requests for collection action.
- B. Limit the dissemination of information reports to offices other than the originator of collection action; establish explicit rules for the acceptance and the elimination of the so-called "reading requirements".
- C. Require analysts to apply a common subject classification pattern in the organization of their collation files. Analyst apprentices or library reference personnel might participate in this activity.
- D. Provide a more substantive role for the central library in the research office program. This might include assignment at the inauguration of each project of library responsibility for a survey of source materials and the preparation of the final bibliography. Require an evaluation by the specialist of the library resources and facilities employed on each project. Expand the subject and area specialization of librarians (which may involve increase of salary to obtain and hold personnel with research training and experience). Introduce some library staff into analyst collation file processes to acquire appreciation of time schedules, and subject organization patterns and to reduce analyst duplication of central library activities. A parallel responsibility for the library would be the modification of indexing, dissemination and storage policies to make them more responsive to analysts' needs.

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